



PROCUREMENT CODE OF CONDUCT FOR NON-PROFITS, INSTITUTIONS OF HIGHER EDUCATION, AND HOSPITALS

PURPOSE

This code of conduct is furnished to ensure the fair, efficient, and professional administration of HOME funds in compliance with 24 CFR Part 84.42. HOME Recipients are encouraged to develop more stringent requirements, if deemed necessary.

APPLICABILITY

This code of conduct applies to all officers, employees, or agents of the HOME Recipient.

REQUIREMENTS

No employee, officer, or agent of the Recipient shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved.

Such a conflict would arise when:

- (1) The employee, officer, or agent;
- (2) Any member of his or her immediate family;
- (3) His or her partner;
- (4) Or an organization which employs or is about to employ any of the parties above;

has a financial or other interest in the firm selected for an award.

The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements.

Furthermore, HOME regulations at 24 CFR 92.356 state that no employee, agent, consultant, officer, and elected or appointed official of the Recipient who exercises or has exercised any functions or responsibilities with respect to HOME activities or who is in a position to participate in decisions or gain inside information:

- (1) May obtain a financial interest or benefit from a HOME activity; or
- (2) Have an interest in any contract, subcontract, or agreement for themselves or for any persons with business or family ties.

This requirement applies to any covered individual during their tenure and for one year after leaving the Recipient.

REMEDIES

To the extent permitted by federal, state, or local laws or regulations, violation of these standards shall cause penalties, sanctions, or other disciplinary actions to be taken by the Recipient against the Recipient's officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents. Any violations shall be reported to IFA immediately.

AGREEMENT TO ADOPT CODE OF CONDUCT

As an authorized representative of _____, Recipient of HOME funding for the project named _____, I agree that we shall hereby adopt this code of conduct for and follow all of the provisions of 24 CFR Part 84 in the administration of our HOME award with the Iowa Finance Authority.

Signature

Typed Name and Title

ATTEST

Signature

Typed Name and Title